



Gibbs Die Casting Corporation POSITION DESCRIPTION

TITLE: Production Supervisor
DIVISION: Machining – Comac
DEPARTMENT Machining
REPORTS TO: Department Production Manager
FLSA STATUS: Salary

MISSION: Coordinates department operations for assigned shift by adhering to company policies and procedures.

ESSENTIAL GOALS, FUNCTIONS, AND RESPONSIBILITIES:

- Direct and coordinate assigned department production activities daily and ensure that production plans proceed smoothly.
- Work with Area Manager to find ways to reduce labor and overtime and improve processes.
- Make sure the product is produced on time and within the customers expected quality requirements.
- Enter OEE data for your shift.
- Responsible for the safety and wellbeing of all employees.
- Work with Maintenance on machine shut down for PMs scheduled to take place during shift.
- Responsible for all weekend activities including maintenance, production, quality control, and cleanup within your shift and department.
- Coordinate all sample runs within the department as directed by schedule.
- Work with the Shipping Department daily to make sure shipping requirements are met.
- Conduct shift transition meetings -Communicate all problems and concerns regarding production on the daily report so that other shifts can be aware of concerns during shift.
- Make rounds through the department to each line to monitor production, scrap, downtime and employees.
- Insure 7-S standards are followed and lead daily 7-S activities within department.
- Fill in for Shift Managers while on vacation.
- Monitor and direct any offline rework/sorting activities.
- Communicate and work with casting plants daily on COMAC production concerns due to casting poor quality, inventory issues.
- Communicate daily on lines which are seeing high percentages of casting scrap or machining scrap and give marked examples of what we are seeing with the cast routing tag numbers we are seeing on them.
- Communicate with Tooling Manager and tool commodity supplier when we have a tooling problem or run out of tooling.
- Facilitate problem solving activities with Set Ups, Machine Operators & quality operators within department and shift.
- Review REAs, downtime, and scrap with Area Managers.

- Administer time and attendance utilizing Dayforce, including approval/denial of vacation requests and approval of time.
- Conduct attendance counseling with team members.
- Document all employee incidents on the floor regarding behavior; prepare write ups/accident reports, document all accidents.
- Work with Department Manager and Production Manager to determine FTE and temporary employment needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: One-year certificate from college or technical school.

Experience: Three to six months related experience and/or training.

Communication: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of organization.

Mathematics: Ability to calculate figures and amounts such as discounts, interest, , proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning and Problem Solving: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Training:

Computer Skills: Working knowledge of Microsoft Office

Other Requirements:

Certificates, Licenses, Registrations, and other Required Training:

How to apply:

Send your resume to: Larry@bluestarconsultants.net

**For more information, regarding this opportunity or the
Kyndle Warriors program contact**

Larry Wheatley @

270.663.1257